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ABSTRACT

This handbook describes the duties of the supervisor of a food service site in the Summer Food Program for Children. The responsibilities of the program sponsor are listed first; these include handling bills and paperwork, training supervisors, advising about meal types and what to do with leftovers, providing record-keeping forms and instructions, and assigning a monitor to assist the supervisor. Information that should be included in the supervisor's training is listed, and review questions to answer about the program's daily operations are suggested. Next, the supervisor's duties are delineated; these include ordering and counting the meals, assuring the meals meet nutritional requirements, and serving the meals within certain limitations. The special problems associated with the first day of the program's operation are discussed. Meal pattern requirements are presented in table form with footnotes, and advice on dealing with official visitors is provided. The handbook concludes with common questions and answers about the Summer Food Service Program and a list of do's and don'ts for supervisors. (EV)

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United States Department of Agriculture

Food and Nutrition Service

Summer Food Service Program for Children

Site Supervisor's Handbook

U.S. DEPARTMENT OF EDUCATION
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Contents

Introduction 1

What You Can Expect from Your Sponsor 1

Information the Training Should Cover 2

Some Review Questions 3

What You Must Do for Your Sponsor 4

The First Day 7

Meal Pattern Requirements 7

For a Meal to be Reimbursable it Must Contain 7

Summer Food Service Program Meal Patterns 8

Footnotes 9

Official Visitors 10

Questions and Answers 10

Do's and Don'ts 13

Do. 13

Don't. 14

Notes 15

Introduction

A smoothly run site for the Summer Food Service Program for Children is something that every sponsor and site worker hopes to achieve. Everyone wants an organized, well-supervised Program that meets the goal of the Summer Food Service Program--to serve fresh, well-balanced meals that are appetizing to children, come rain or shine. Working toward that goal, each site uses the same key ingredients: lots of dedication, time, and know-how.

As a site supervisor, your dedication to your job will have a major impact on the success or failure of your sponsor's Program. For example, since your sponsor's reimbursement is based on the daily records you keep of the meals prepared or delivered and served, how well you keep those records will directly affect your sponsor's Program. You are the one who must alert your sponsor when something is wrong with the meals--when the food is spoiled or when there is too much or not enough food. By working cooperatively with your sponsor and following Program guidelines, you can make sure that your site provides nutritious meals and snacks to children in your neighborhood during school vacation periods.

What You Can Expect from Your Sponsor

To maintain a good relationship, both you and your sponsor should clearly know which responsibilities are yours as the site supervisor, and which are the sponsor's. The sponsor will:

- handle all the bills and most of the paperwork involved in running the Program. (You are responsible for keeping records of meals that are served at your site.)

- arrange a preoperational training session for you.

Information the Training Should Cover

- ✓ the kind of meal service (self preparation or delivered) your site will have;
- ✓ the types of meals your site will serve;
- ✓ the times meals are delivered and served;
- ✓ recognizing and serving a complete meal;
- ✓ the proper method for counting meals;
- ✓ trash removal service;
- ✓ record keeping requirements for your site's food service;
- ✓ the people to call about problems and when and where to call them;
- ✓ local health and sanitation standards;
- ✓ local security and safety considerations; and
- ✓ the nondiscrimination policy.

- advise which meal types will be served at your site.

- let you know if your site is limited to serving a maximum number of meals by meal type. If maximum levels for each meal service at your site have been established, your sponsor will not receive reimbursement for meals served in excess of the approved maximum levels.

- instruct you on what to do with the meals leftover. You and the sponsor should work together to ensure that each child receives only one meal at each mealtime and that food is not wasted. Your sponsor will explain if seconds may be served.

- give you a supply of forms for recording the meals served daily. The sponsor should explain how often you should return the completed forms and how. For example, the site monitor may pick up the forms or you may be told where to mail them. This record is important because your sponsor will be paid only for the meals that your daily records show were served as first, and possibly second, meals to children.

- assign a monitor to visit your site, to review operations, and answer any questions you may have. The monitor will fill out review forms and discuss them with you.

Some Review Questions

✓ Are the children eating the entire meal at the site?

✓ Are adults from the community who do not work with the Program being fed?

✓ Are all components of the meal being served to children as one unit, or are the meal components served separately?

✓ Do the meals meet the meal patterns that are on page 8 of this handbook?

✓ Are meals at your site served only during the assigned times?

✓ Do the children know where the serving will take place when the weather is bad?

✓ Are you filling out your records completely every day?

✓ When meals are delivered, are you counting the meals before you sign the delivery receipt? Are you checking for spoilage, missing food components, or portions that are too small?

✓ Do the monitor's counts match your counts?

✓ What do you do with leftover meals?

✓ Are second meals served as complete meals?

✓ Do you change the number of meals you prepare or order depending on the number of children who come to the site?

✓ Are meals served to all children regardless of race, color, national origin, sex, age, or disability?

- provide Program informational material, as necessary, in the appropriate translation concerning the availability and nutritional benefits of the Program.

- include the nondiscrimination statement, and describe how to file a complaint, in any Program information directed to parents of beneficiaries and potential beneficiaries.

- explain that your site must be open to all attending children, regardless of race, color, national origin, sex, age, or disability.

- provide you with an approved nondiscrimination poster for prominent display at the site.

- record, or ask you to record, the number of Program beneficiaries by ethnic/racial category.

- provide you with the information and assistance you feel you need. Let your sponsor or monitor know of any problems you are having so they can be corrected quickly.

What You Must Do for Your Sponsor

As site supervisor, you must:

- attend the training session(s) provided by your sponsor. You must attend the session before your site begins its summer food service operation. Someone who has received Program training must be present at each site when meals are being served.

- order from your sponsor, or prepare at your site, only the number of meals you need. Even with the most carefully planned Programs, sites occasionally have more meals than they do children to eat the meals. Discuss with your sponsor if seconds may be served and what to do with leftovers, if you have ordered or prepared too many meals. Contact your sponsor to change the number of meals delivered if you have many meals leftover, or if you do not have enough meals to serve all of the children by the end of the meal period. If you prepare the meals at your site, plan to change the number you prepare to meet the needs of your site.

- check with your sponsor to see how meals will be delivered to your site. Usually, vendors and food service management companies must deliver each meal in a single package or unit. Only milk or juice can be delivered separately. However, there are some exceptions. Your sponsor will tell you if any exceptions have been approved for your site.

- count the number of meals delivered and check them thoroughly. Sign only for the number of meals delivered and write the time of delivery on the receipt. If everything has been delivered correctly, sign the receipt. If the delivery is NOT correct, do NOT sign the receipt without clearly writing on the receipt the problems with your site's delivery. You should then notify your sponsor of the problems you had that day.

- keep a copy of the delivery receipt with your daily report. Your sponsor will let you know how and when these receipts will be collected or mailed to the sponsor's office.

- ensure correct meal counts by counting meals at the point of service. At the end of each meal write down on the daily report form provided by the sponsor, the number of complete breakfasts, lunches, snacks, or suppers you served as a first meal and/or a second meal.

- make sure the meals served meet the meal pattern requirements. This rule applies to all meals--those prepared at your site or those delivered by a food service management company or other vendor. Contact your sponsor when meals do not meet the meal patterns listed on page 8 of this handbook.

- serve one complete meal to each child. Each meal you serve must contain the correct portions of each of the components included in the meal patterns.

- be sure that no child is served more than one complete meal at the same time. All children in attendance at the site must receive one meal before any child can be served a second complete meal.

- be sure that children eat the entire meal at the site. Children may not take the meal components home. Meals taken off-site are not reimbursable.

- ensure that parents are not allowed to eat any portion of the children's meal.

- serve meals only to children 18 years of age or younger, or people (of all ages) with physical or mental disabilities who participate in special school programs for the disabled.

- never serve spoiled food or incomplete meals to children. Contact your sponsor immediately if you receive spoiled or incomplete meals so that the sponsor, in turn, can alert the appropriate people.

- serve the approved meals at your site only during the meal times assigned by your sponsor. Since some sites are exempt from some of the following time limitations be sure to check with your sponsor.

    - Meals must be delivered within 1 hour before serving time if your site does not have a refrigerator or adequate storage facilities.

    - You must allow at least 3 hours between the beginning of one approved meal service and the beginning of another (breakfast, lunch, snacks, and/or supper).

    - If you do not serve a snack after lunch and before supper, then you must allow at least 4 hours between lunch and supper.

    - You must begin serving supper before 7 p.m. and end by 8 p.m.

    - You can only serve lunch and supper for 2 hours. Breakfast and snack service cannot last more than 1 hour.

- serve meals to all attending children regardless of race, color, national origin, sex, age, or disability.

- allow all children equal access to services and facilities at your site regardless of race, color, national origin, sex, age, or disability.

- display in a prominent place a nondiscrimination poster provided by the sponsor.

- make Program material provided by the sponsor available to the public upon request.

The First Day

The first day is very important. It is when you introduce the children to the summer meal service. Although signs and posters around the site will help both children and neighborhood adults remember the rules, you should make sure they understand the rules. Before mealtime on the first day of your Program, take time to talk with the children about the following:

- Only children 18 years of age and younger, and physically or mentally disabled people who participate in a special school program for the disabled, can be served meals.
- Explain when the meals will be served and where the meals will be served when the weather is bad.
- Explain what type of meals will be served.
- Explain that food may not be taken off the site--children can only eat at the site.

Meal Pattern Requirements

The meal pattern requirements assure well-balanced, nutritious meals that supply the kinds and amounts of foods that children require to help meet their nutrient and energy needs. You must make sure that meals served at your site meet the meal pattern requirements listed on the following page. Compare the menus of the meals to be served at your site with these requirements and learn to recognize meal deficiencies.

For a Meal to be Reimbursable it Must Contain:		
Breakfast	**Lunch or Supper**	**Snack**
One serving of milk; One serving of a vegetable or fruit or a full-strength juice; and One serving of bread or bread alternate. A meat or meat alternate is optional.	One serving of milk; Two or more servings of vegetables and/or fruits; One serving of bread or bread alternate; and One serving of meat or meat alternate.	Must contain two food items. Items must be from a different component. However, juice cannot be served when milk is served as the only other component.

Summer Food Service Program Meal Patterns

Food Components	Breakfast	Lunch or Supper	Snack[1] (Choose two of the four)
Milk			
Milk, fluid	1 cup (8 fl. oz.)[2]	1 cup (8 fl. oz.)[3]	1 cup (8 fl. oz.)[2]
Vegetables and/or Fruits			
Vegetable(s) and/or fruit(s)	½ cup	3/4 cup total[4]	3/4 cup
or			
Full-strength vegetable or fruit juice or an equivalent quantity of any combination of vegetables(s), fruit(s), and juice	½ cup (4 fl. oz.)		3/4 cup (6 fl. oz.)
Bread and Bread Alternates[5]			
Bread	1 slice	1 slice	1 slice
or			
Cornbread, biscuits, rolls, muffins, etc.	1 serving	1 serving	1 serving
or			
Cold dry cereal	3/4 cup or 1 oz.[6]		3/4 cup or 1 oz.[6]
or			
Cooked pasta or noodle product	½ cup	½ cup	
or			
Cooked cereal or cereal grains or an equivalent quantity of any combination of bread/bread alternates	½ cup	½ cup	½ cup
Meat and Meat Alternates	(Optional)		
Lean meat or poultry or fish	1 oz.	2 oz.	1 oz.
or			
Cheese	1 oz.	2 oz.	1 oz.
or			
Eggs	1 large egg	1 large egg	1 large egg
or			
Cooked dry beans or peas	½ cup	½ cup	¼ cup
or			
Peanut butter	2 tbsp.		
or			
Peanut butter or soynut butter or other nut or seed butters		4 tbsp.	2 tbsp.
or			
Peanuts or soynuts or tree nuts or seeds		1 oz.= 50%[7]	1 oz.
or			
Yogurt, plain or sweetened and flavored			4 oz. or ½ cup
or			
An equivalent quantity of any combination of the above meat/meat alternates			

For the purpose of this table, a cup means a standard measuring cup.

Indicated footnotes can be found on the next page.

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Footnotes

1. Serve two food items. Each food item must be from a different food component. Juice may not be served when milk is served as the only other component.

2. Shall be served as a beverage, or on cereal, or use part of it for each purpose.

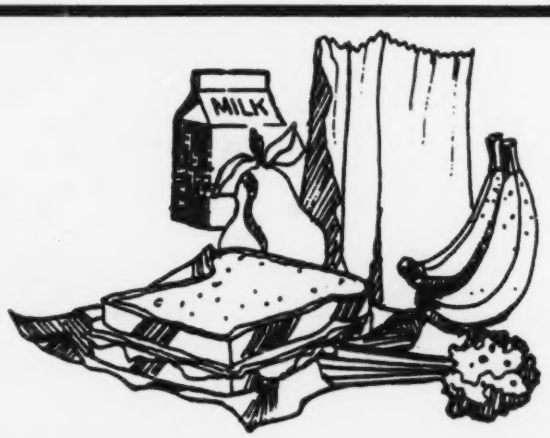
3. Shall be served as a beverage.

4. Serve two or more kinds of vegetable(s) and/or fruit(s) or a combination of both. Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

5. Bread, pasta, or noodle product, and cereal grains (such as rice, bulgur, or corn grits) shall be whole-grain or enriched; cornbread, biscuits, rolls, muffins, etc., shall be made with whole-grain or enriched meal or flour; cereal shall be whole-grain, enriched or fortified.

6. Either volume (cup) or weight (oz.) whichever is less.

7. No more than 50% of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. When determining combinations, 1 oz. of nuts or seeds is equal to 1 oz. of cooked lean meat, poultry, or fish.



Official Visitors

From time to time, you may have official visitors who will want to talk with you about the food service at your site. You should keep a written record of these visits for reference purposes, and you should report the results of all official visits and reviews to your sponsor. In addition to the monitors from your sponsor's office, you should expect to see representatives from the local health department. State agency and Federal personnel who administer the Summer Food Service Program will also review the Program. All these people will want to work with you and your sponsor to help ensure smooth food service operations at your site. Remember, these officials will note any problems they observe. It is your responsibility to fully reconcile your meal count with any reviewers' count (sponsor, State agency, or Federal) at your site. If you are unable to reconcile the meal count, you must explain on your meal count record why the two counts do not match.

Because your sponsor may not be paid for those meals you serve that do not meet Program requirements, you must make sure your site meets all requirements and that any problems are corrected immediately. If you receive a violation notice from a monitor or health department representative, take immediate steps to correct the violation and inform your sponsor.

Questions and Answers

These are frequently asked questions about the Summer Food Service Program. If you have other questions, contact your sponsor. Your sponsor is there to help you run a good Program.

1. Q. What should I do if my site's meals are not delivered?
   A. Call your sponsor immediately and explain that you did not receive your meals. The sponsor will notify the people responsible for delivering the meals.

2. Q. What should I do if meals are delivered late?
   A. First, discuss the problem with the driver and make a note of the problem on the delivery receipt. If the problem continues, call your sponsor.

3. Q. What should I do if the food is spoiled?
   A. If you realize that any meals are spoiled before you sign for them, refuse to accept them. If you do not realize there is a problem until you are serving the food, immediately stop the meal service and take back all meals. This can be a very dangerous situation, so do not serve any part of the meal. Call the sponsor immediately. Let the sponsor notify the vendor and someone will come to pick up the spoiled meals. This procedure applies even if only one component in the meal is spoiled.

4. Q. May I serve meals to adults who are working with the food Program?
   A. Your sponsor will give you instructions regarding adult staff meals.

5. Q. May I serve meals to adults in the community?
   A. This Program is primarily for children. You should post signs at the site so adults understand that the Program is not for them. You may want to check food assistance programs in your area that serve adults and senior citizens so you can refer them to the appropriate place.

6. Q. What should I do if adults demand meals?
   A. Call your sponsor immediately. The sponsor will probably send someone to the site to deal with the problem.

7. Q. May I serve seconds?
   A. Check with your sponsor. Even if your sponsor allows you to serve seconds you should plan to serve only one complete meal per child. However, even with good planning, you will have extra meals left when attendance fluctuates, and if your sponsor allows it, you may serve second meals. All second meals served must be complete meals to count as a reimbursable meal. Always indicate on your daily record how many seconds you serve. Since there are limits on the number of seconds that can be reimbursed, contact your sponsor to adjust your meal order if you are receiving too many meals. If you prepare the meals at your site, adjust the amount of food you prepare to plan on serving one meal per child.

8. Q. What should I do if the children do not want to eat at the site?
   A. Children should be told that they must eat the entire meal at the site. If this is a recurring situation, notify your sponsor.

9. Q. How does my sponsor get reimbursement for the meals I serve?
   A. Sponsors are paid either a set amount per meal or for the cost of the meal, whichever is less. Sponsors are reimbursed according to the daily records you keep that account for all categories of meals you serve. Your records are the sole basis for reporting the number of meals you serve. They are also the only basis for your sponsor's reimbursement.

Do's and Don'ts

Do. . .

- ✓ Prepare/order only the number of meals needed.
- ✓ Count the meals as they are received.
- ✓ Check the meals to be sure you have received all the menu items and that none of the items are damaged or spoiled, and sign the delivery receipt.
- ✓ Clean the site before you serve the meal.
- ✓ Put up the approved nondiscrimination poster.
- ✓ Serve the meal only during the assigned time period.
- ✓ Prepare and serve the meal according to State and local health and safety standards.
- ✓ Serve the children in an organized manner at mealtimes.
- ✓ Serve each child all menu items at one time.
- ✓ Count the meals as they are given out.
- ✓ If your sponsor allows seconds, count second meals separately. Second meals must be served as complete units.
- ✓ Complete the daily records in a timely manner. Keep them in a safe place away from the children, the weather, and animals.
- ✓ If possible, organize site activities so that your staff and the children have interesting things to do when it is not mealtime. Boredom and idleness often result in continuous staff turnover and changes in attendance by the children. When this happens, you and your site are at a disadvantage.
- ✓ Plan the staff members' time so they may sit with the children while they eat.
- ✓ Encourage the children to try new foods. Have fun!
- ✓ Clean the site after the meal.

Don't. . .

- ✓ Serve second meals until all children at the site have been served one complete meal.
- ✓ Serve meals with missing components.
- ✓ Serve meals to parents or other adults from the community, unless allowed by your sponsor.
- ✓ Allow any part of the meal to be eaten offsite.
- ✓ Sign meal receipts until all meals are carefully counted and checked.
- ✓ Allow discrimination against any child because of race, color, national origin, sex, age, or disability.
- ✓ Forget to have each meal service supervised by a person trained in the operation of the Program.
- ✓ Hesitate to contact your sponsor if you have concerns.

Notes

Site Supervisor's Name

Sponsor's Name

Sponsor's Representative

Sponsor's Address

Sponsor's Phone Number

Comments:

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